



### 31. TOILETING

<b>Document Title:</b>	<b>Toileting</b>
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<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Paul McDonald Michelle Cullen</b>
<b>Person responsible for approving Policy</b>	<b>Paul McDonald</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email &amp; Hard Copy</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email &amp; Hard Copy</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**Statement of Intent:**

All staff who work with children in the Service must follow this policy. It is our policy to assist our children and facilitate our parents/guardians with toilet training.

**Policy and Procedure:** It is our policy to assist our children and facilitate our parents/guardians with toilet training. There is no magic age at which a child is ready to start but most children will develop the necessary

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physical and cognitive skills around 2 years onwards. At the Service we respect each child's development and assess their readiness before introducing them to toilet training.

- Those in training are required to wear 'pull-ups' and easily accessible clothing.
- At the Service we feel it is vital that parents/guardians and staff discuss what methods they use to introduce their child to potty/toilet training. It is very important for parents/guardians and staff to remain consistent in their approach so that the child is clear and has a good understanding of what is involved.
- Our staff will be happy to advise parents/guardians and offer practical advice.
- We feel that taking a 'slow approach' to toilet training has a better chance of success. Rushing a child when they are not ready or willing will only be counterproductive.
- Potty/Toilet training will always be done in a relaxed environment. The children will never feel stressed or anxious to perform and it will always be presented as a fun exercise.
- Where children are being potty/toilet trained parents/guardians are advised to inform the teachers what procedures and methods are being used.
- We recommend that parents/guardians provide several full sets of clothes (labelled) in case of accidents.

**General Toileting Procedures:** At all times it is important to respect the rights and needs of the children in our care. When a child needs to use the toilet, allow him/ her the privacy to do so. If the child asks you to accompany them to the toilet, do so.

- Children have unrestricted access to the toilet and don't have to wait to use the toilet.
- Children are allowed to take their time toileting.
- Staff encourage and support children to become more independent in toileting practices and to take part in the process if they are physically able (e.g. flushing the toilet)
- Setbacks and toileting accidents are treated in a sensitive and supportive way. Children are not made to feel embarrassed, ashamed or made to feel inadequate or be punished about any aspect of using the toilet.
- Go to the bathroom door and ask the child if s/he wants the toilet door left open or closed.
- Reassure the child that you will wait outside the door where they can call if they need you.
- If the child asks you to help undo buttons or zippers where possible, have another staff member in the same vicinity for both the child's and staff members' protection.

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- No two children will be permitted to enter a toilet cubicle together. This is to ensure their privacy as well as their safety.
- Young children need encouragement and help with self-care, wiping bottoms, flushing toilet, washing hands etc.
- Staff must use the disposable gloves and aprons provided, if cleaning up any spillages.
- Staff should be sensitive to accidents.
- Staff should maintain a pleasant atmosphere.
- The child's privacy should be maintained.
- Good hand washing practice will be used at all times [See Hand Washing procedure under Infection Control Policy]

**Toileting Accidents:** A full set of labelled clothing should be provided by parents/guardians so that if a child has an 'accident' of this nature they will in the first instance be offered fresh clothing into which they can change. All such incidents will be recorded in the Incident Book or form and the parent/carer informed.

**Toilet Training and a Child's Development:** Toilet training is based on the child's developmental level and their own readiness to start, rather than their age. Toilet training is agreed on and supposed by parents and guardians. If there is an individual toilet training plan, it is co-ordinated with the parents or guardians and kept in the children's individual record.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

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